

MINUTES
MONTANA SHARED CATALOG EXECUTIVE COMMITTEE
JANUARY 25, 2012

The meeting was called to order at 10:35 by Chair Honore Bray.

PRESENT:

Honore Bray, Libby Wolfe, Dale Alger, Ann Rutherford, Becky Mosbacher, Cheryl Hesel, Ken Adams, Sarah McHugh, Amy Marchwick (online). Absent: Donna Worth.

MINUTES:

There were no minutes from the October meeting due to a computer glitch.

HELP DESK UPDATE:

Ken Adams stated that the Help Desk software is being used a lot but only by 10-12 libraries. They issue about 70 tickets per month. This is good for the Montana Shared Catalog, because it keeps track of all issues, progress, and resolutions. Amy Marchwick commented that it has helped the staff to be aware of what each of them are handling. Ken will offer a webinar next week to explain and promote this service. Both Libby and Honore commented that the Help Desk was excellent.

CATALOGING COMMITTEE:

Ken reported that the committee completed the guidelines. The staff has offered two webinars on the guidelines themselves plus one on call number analytics, and these have been well received.

REPORTS ON INPUT RELATED TO REPRESENTATION ON THE EXECUTIVE COMMITTEE:

Dale Alger reported that in relation to public libraries, most people want an added representative for medium-sized libraries as well as for small and large. They want the sizes determined by collection size rather than by FTE's or by geographical location. It was commented that currently they are determined by circulation, which would be acceptable. Becky Mosbacher reported that in relation to school libraries, no responders had any strong opinions. She felt that K-8 and 9-12 for the two divisions would work. Ken Adams commented that the numbers could change dramatically, and Becky added that we could have a vote to go to the two divisions, pick two representatives, and then change things if the numbers go up enough to need three divisions. K-12 librarians would have to decide which division they would belong to. It is agreed that school-community libraries are considered public libraries. There was some concern about representation for the school parts of those libraries, but Cheryl Hesel commented that the librarians in the joint libraries are excellent at working together, so that the representative would definitely have input from both parts. There was further discussion, and it was agreed that the Birds of a Feather meetings are a separate issue and that the current concern is the structure of the Executive Committee. It was agreed that representation was needed for small, medium, and large public libraries and K-8 and 9-12 school libraries. Cheryl Hesel moved that the public libraries have one more

representative and the school libraries have one more representative. Ann Rutherford seconded, and the motion passed unanimously. Becky and Dale will provide rough drafts of communication to the membership suggesting the further divisions and how they will be determined. Librarians can choose for themselves which Birds of a Feather group they will attend.

SPRING MEETING:

Dale Alger commented that people responded very well to the change of having meeting time for Birds of a Feather issues rather than trying to discuss things in crowded restaurants. Libby Wolfe added that they liked the evening meetings for issues and discussions, followed by decision making the next day, and not having discussions tied to supper was better for those whose budgets are limited. Ken Adams noted that the MSC cannot afford to do breakfasts every time for Birds of a Feather, and it was agreed that the follow-up discussions could be during the “bagel break” in the morning on the meeting day. The Thursday evening meetings would involve discussion of such things as the divisions for representation, but they could not involve business issues such as the budget, which have to be part of the regular meeting. We also discussed the need for having presentations in the morning so that attendees don’t leave before the presentations.

Plans for the Spring Meeting in Lewistown at the Yogo Inn on May 3-4 are now to handle basics such as housekeeping and roll call first, then have a break long enough to allow time for Birds of a Feather final discussions, then at least two hours for the vendor who is the finalist for the RFP. This could include a working lunch. Then after lunch would be the business meeting.

SCHOOL LIBRARIAN TECH SUPPORT:

Ken Adams and Sarah McHugh clarified progress on the issue of talking to OPI to have them consider a part-time employee who could provide tech support for the school libraries in the MSC. Dennis Parman will be asked to visit with MSC staff and part of the Executive Committee (Honore Bray and probably Becky Mosbacher) concerning this issue before the State Librarian visits with the Superintendent of Public Instruction.

NET LIBRARY:

Net Library now belongs to EBSCO, including the approximately 9055 titles originally purchased. Ken Adams is working on a spreadsheet to show usage, which he will share with Honore Bray and Kim Crowley. They will consider deleting titles and suggesting new titles to purchase. Then we will have to negotiate the costs of adding titles and adding libraries.

BUDGET COST-SHARING FORMULA:

An update is needed for the part of the formula which originally included a cost break for smaller libraries. The break amount has decreased each year as the number of libraries has increased, and as of the budget now being planned, the break is gone. Cheryl Hesel suggested that the cost formula be changed to insure a \$200 break for small libraries. Dale Alger moved to make the change for a \$200 break, Libby Wolfe seconded, and the motion passed unanimously.

UPDATE ON THE RFP FOR THE MSC SYSTEM VENDOR:

Sarah McHugh reported that the RFP was posted as of Friday, January 20. From this point on, all questions must be directed to the Procurement Officer. The timeline for the rest of this process is as follows:

- February 15: Responses must be received from the vendors.
- March 5: The committee meets to score and choose four finalists. Guest accounts will be made available to all members of the MSC.
- March 26: Finalists will demo their projects and answer questions.
- March 27: The recommendation of a finalist goes to the MSC Executive Board for vote.
- May 4: The MSC membership will vote. Their recommendation goes to the May meeting of the NAC. It then goes to the State Librarian and the June Library Commission meeting for the final decision.
- July 1: The new contract begins.

It was suggested the MSC-Exec members should attend these meetings. There was some concern that the new contract comes long after the budget approval, but Ken is sure the budget will be fine. Sarah McHugh will send the MSC-Executive Board the URL to the RFP, which includes a maximum cost of \$400,000.

PENALTIES FOR NON-ATTENDANCE AT MSC MEETINGS:

Dale Alger suggested that there should be some kind of penalty for libraries which never send representatives to the fall or spring meetings. It was agreed that attendance is part of the original contract and that people who don't attend tend to cause problems by not using the catalog properly. Libby Wolfe suggested a penalty fee based on size, because non-attendance actually is a breach of contract. The MSC Executive Board at one time discussed sending letters to boards of libraries which did not send representatives. That will be looked into. The issue should be discussed with the State Librarian and will be reopened at the next MSC-Exec meeting.

CATALOG CLEANUP:

Ken Adams said a catalog cleanup needs to be done soon before the RFP vendor finalist is in place. Money is available in the budget. After discussion, the group agreed that it is best to use MSC members to do the cleanup. Cheryl Hesel moved that the catalog cleanup be done and that MSC members be hired to do the cleanup, Ann Rutherford seconded, and the motion passed unanimously.

The next meeting will be from 10:30 to 12:30 on a Tuesday or Thursday in late February. Honore Bray will contact everyone concerning the final date.

The meeting was adjourned at 12:15p.m.

Respectfully submitted,

Cheryl J. Hesel